

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

ILSP Working Group Meeting Minutes - 14 April 1988

STAT STAT	FRO [REDACTED] Chm ILSP Working Group, Rm 3E14 Hqs	EXTENSION [REDACTED]	NO. OL 10149-88
			DATE 21 April 1988


TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

STAT STAT	1.	[REDACTED] OS Rep. [REDACTED]		4/26	7
	2.				
	3.				
	4.				
	5.				
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	7.				
	8.				
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	12.				
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21 April 1988

MEMORANDUM FOR: ILSP Working Group Members, Alternates and Meeting Attendees

STAT FROM: 
Chairman, ILSP Working Group

SUBJECT: ILSP Working Group Meeting Minutes - 14 April 1988

1. The scheduled meeting of the ILSP Working Group (ILSP) was held at 1000 hours, 14 April 1988. The following representatives were present:

STAT



ILSP
ILSP
OIT/CSG
ILSP
ILSP
HCS
OSWR
ILSP
DCI/Admin
OS/SESD
DCI/Admin
DI/OEA
DI/OEA
ILSP
ILSP
FMD
OIT/NBPO
CED/SI
OIT/CED
NBPO Representative
OS Representative
OTE/AD
MICB
NESA
FMD
OEA
OS/PSD
DI Alternate

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The meeting followed the scheduled Agenda (Attachment 1).

STAT 2. [] DC/CSG/OIT was a guest speaker on the subject of the
STAT OIT ISC (Information Service Center) Concept. The history and status of the
ISCs that are currently operational and the ISCs that are planned for the NHB,
OHB and [] were presented. The services that are currently offered as
well as new services that are planned were also discussed. A layout of the
ISC that will be located on the fifth floor NE was shown as a typical ISC. A
copy of the charts are included with the minutes as Attachment 2.

3. Old Business

- A. The minutes of the previous meeting were approved without comment.
- B. The DO Representative was not present; therefore, the DO Alternate was not named.

4. OL Topics

- STAT A. [] presented the latest Joint OIT-OL-OS ILSP schedule
showing completion dates for various planned activities in
the North Tower. (Attachment 3) Updates were provided for
the OL carpet/furniture completion dates for OTS, OTE, and
the ISC. A joint schedule meeting is held every Friday with
OS, OIT, and OL to produce a consolidated schedule at various
levels that will replace the current schedule.
- STAT B. [] provided an update on the fit-up work in the NHB.
He stated that the OTS renovation on the ground floor of the
North Tower was nearing completion. The contractor was
trying to complete everything by the end of April, except
for the exhaust fan in the penthouse which was a long lead
item. Construction drawings and specifications for the
five OSWR equipment rooms requiring HVAC and electrical
modifications on the third, fourth, and fifth floors North
Tower are going to contracts for construction. Estimated
time for completion is 14 July 1988. The office space
design for SE and OGC are completed and being input to
the CADD for submission to an A&E contractor for construction
documents. One hundred percent office space design for
OSWR/TTAC located on the third floor South Tower is being

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input to the CADD for submission to OIT. Minor changes to the 95 percent office space design are being made to OSWR/NAASW which is located on the third floor South Tower. OIT office space design drawings are in progress. Six of the eighteen areas have been completed in design and input to the CADD. Ninety-five percent design drawings have been submitted to the IG for design review. Two of the four OTE classrooms are in 95 percent construction drawings and the other two are nearly completed in design.

STAT C. [] commented on the NHB survey work and stated that requirements gathering for OP is continuing and office space design will follow. Design requirements for DO/PPS is in progress. A requirements package for OSO/SPD is being finalized for submission to Design Branch.

STAT D. [] commented that the work order for alarm power in the North Tower was submitted to OPS/FMD and will be completed by the end of April.

STAT E. [] gave an overview of what will be available from the Intergraph CADD System in OL/FMD. He stated that the CADD is providing OIT with a one foot grid over the architectural drawings. This will help OIT identify where their telephones, equipment, etc. are for installation or removal. This has been accomplished for the [] Buildings and will be available for the OHB and NHB. Dual room numbers (construction room numbers and mailing address room numbers) will be available within the next two weeks from the CADD. Also, the dual room numbers will be available to OIT on electronic text shortly.

STAT F. [] announced that carpeting has been completed for NESA and is in progress for OEA (all 6th floor). Partitions have been installed on the 1st and 3rd and are about 50% complete on those floors. Eight trucks of furniture have been delivered with another 2 scheduled for delivery on 15 April and two more on 20 April. Components who have ordered additional furniture should coordinate with Mo Norton for delivery after June 10. Every effort will be made to have this furniture delivered to the new office locations.

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G. [] said that the Audit Staff of the IG will not move in to the 6th floor of the South Tower as previously announced. Instead, fifty people from CIC will occupy the Audit Staff space until sometime in the future when all CIC requirements will be accommodated by Backfill activities in the OHB.

H. Other OL Issues/Concerns

- 1.) SE has decided not move translators into the NHB because of space limitations.
- 2.) Concern was expressed about the need for internal room numbers in relation to future maintenance calls. This subject has been assigned as an action item (ILSP-48).
- 3.) An action item (ILSP-54) was assigned to look into completion of the ground floor conduit between the North and South Tower. If possible, it should be completed by April 25 because the responsible contractor is scheduled to leave by that date.
- 4.) The Chief of FMD was identified as the focal point for NHB renovations requiring coordination among OL, OS, and OIT.
- 5.) Contel has been breaking access plate floor tiles on the ground floor. An action item (ILSP-55) was assigned to investigate and resolve this problem.
- 6.) Components were reminded that any space they need for storage would have to come out of their current NHB space allocation. No other space is available.
- 7.) Concern was expressed about gaps in the walls in windowed offices. An action item (ILSP-56) was assigned to investigate and resolve this problem that may compromise security.
- 8.) Components were asked to check with ILSP before touring the NHB to avoid interfering with ongoing construction work.

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5. OIT Topics

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- A. [] provided an update on the latest short-term wiring dates (Attachment 4). Activities are generally on schedule.
 - B. The CAMS systems were moved over the past weekend. The next move scheduled will be the [] system over the Memorial Day weekend (Attachment 5). OIT will provide information on the impact of this move to the various components.
 - C. The NHB alarm wiring conduits will be done by the end of the month. After that, OS will provide additional funding to OIT as needed to add or change conduit location.
 - D. OIT Issues/Concerns
 - 1.) One ground floor closet has its conduit reversed and is not useable. It can be corrected for \$5K now with the current contractor or it can be done later by someone else.
 - 2.) Concern was expressed as to the availability of phone service to work areas such as the penthouse, mechanical rooms, etc. An action item (ILSP-57) was assigned to answer this concern.

6. OS Topics

- A. Dates were provided for completion of area alarms in most of the North Tower of the NHB (Attachment 6). The alarms will not be activated until the end of June, when the first NHB components relocate to NHB. OS reminded components that vault access rosters will be required at least one month prior to any moves. System numbers are also required.
- B. The status of the Tempest Survey will be presented at the next ILSP WG meeting.
- C. There has been no decision from the DDA to the request for change in the policy on safes in the NHB.

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D. OS Issues/Concerns

- 1.) A question was raised about the status of compound TV surveillance. A study will start April 11 to determine the full requirement. The study will take 30 days and installation of the full system is planned for September. Compound TV surveillance is independent of NHB occupancy.

7. General Issues/Concerns

- A. There were no new general issues or concerns

8. Action Item Review

STAT	ILSP-23	DO Alternate AI - remains open- <u>Overdue</u>	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div> DO
STAT	ILSP-39	Provide alarm dates for schedules - <u>Closed</u> - dates provided by B. Page 14 April 1988	<div style="border: 1px solid black; width: 200px; height: 1.2em; margin: 0 auto;"></div> OS
	ILSP-45	Define CCTV requirements to OIR with copy to ILSP - <u>Closed</u>	All Components
STAT	ILSP-48	Numbering system for NHB interior offices - <u>Closed</u> - Interior numbering optional to each office	<div style="border: 1px solid black; width: 100px; height: 1.2em; margin: 0 auto;"></div> ILSP
STAT	ILSP-49	Colors for NHB Interior Corridors Pending - Due 28 April 1988	<div style="border: 1px solid black; width: 80px; height: 1.2em; margin: 0 auto;"></div> ILSP
STAT	ILSP-52	Provide the status of interior and exterior TV surveillance - AI <u>Closed</u> - Status provided during OS Topics.	<div style="border: 1px solid black; width: 120px; height: 1.2em; margin: 0 auto;"></div> OS
STAT	ILSP-53	Provide the status of NHB Tempest Status - <u>Deferred until April 28, 1988.</u>	<div style="border: 1px solid black; width: 160px; height: 1.2em; margin: 0 auto;"></div> <div style="border: 1px solid black; display: inline-block; padding: 0 5px;">OS</div>

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9. Action Items Assigned

STAT	ILSP-54	Look into and resolve problems related to installation of the Ground Floor conduit between the North and South Towers. - Due 28 April 1988	<div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> /OIT/ /NBPO
STAT	ILSP-55	Investigate and resolve problems of broken access plate tiles. - Due 28 April 1988	<div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> NBPO
STAT	ILSP-56	Report on the status of wall gaps in windowed offices. - Due 28 April 1988	<div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> NBPO
STAT	ILSP-57	Report on status of phone service to work areas in the NHB (e.g. mechanical rooms) - Due 28 April 1988	<div style="border: 1px solid black; width: 80px; height: 30px; display: inline-block;"></div> ILSP

10. The next ILSP WG meeting is scheduled for 28 April 1988 at 1000 in 3E14 HQs.

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ILSP WORKING GROUP
AGENDA
14 APRIL 1988

- GUEST SPEAKER

STAT

- [] DC/CSG/OIT - OIT ISC Concept

- OLD BUSINESS

STAT

- Review/Approval of Minutes of previous meeting
- New DO Alternate ILSP member []

- OL TOPICS

STAT

- Overview of ILSP Schedule []
- Status of NHB Fit-up Work
- Status of NHB Survey Work

STAT

- Status of Alarm Power Drops []

STAT

- Carpet, Partition & Furniture Progress Report []

STAT

- Recent Space Changes []

- Issues/Concerns?

STAT

- OIT TOPICS []

- Status of PBX, Wang, and special wiring work in NHB
- Status of Computer Systems relocation
- Status of Alarm Wiring conduit work
- Issues/Concerns?

STAT

- OS TOPICS []

- Status of Alarm work in NHB
- Status of Tempest Survey
- Safes in the NHB - Current Status
- Issues/Concerns?

- GENERAL ISSUES OR CONCERNS?

- DA
- O/DCI
- DI
- DO
- DS&T

- ACTION ITEM REVIEW

- NEXT MEETING: 28 APRIL 1988, 10:00 3E14 HQS

OIT INFORMATION SERVICES CENTERS

CURRENTLY OPERATIONAL:

* AMES BUILDING

* 

*

*

PLANNED:

* NEW HEADQUARTERS BUILDING -- FOUR

TWO IN NORTH TOWER

TWO IN SOUTH TOWER

* OLD HEADQUARTERS BUILDING -- TWO

* 

SERVICES CURRENTLY OFFERED:

- * MAIL HANDLING
- * AUTOMATED DOCUMENT CONTROL
- * MAILING AND POUCHING SERVICES
- * COPIER SERVICE
- * DATA DISTRIBUTION SERVICES

SERVICES PLANNED:

- * COMMUNICATIONS SERVICES
- * ADVISORY SERVICES
- * SPECIAL SERVICES

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ATTACHMENT 3

UNCLASSIFIED

13 April 1988

OIT-OL-OS NORTH TOWER SCHEDULE

Summary of changes from the last issue:

1. Removal of OTS 2nd floor 'CG' space entry. OTS has agreed to take the 'CG' space AS IS. OTS plans to move components into that space in July 1988 along with the rest of OTS.
2. OL delivery of 1st floor OIT 100% drawings one week late.
3. Change OL Carpet/Furniture date for OL Ground floor storage area to 'N/A'.

This schedule has been jointly coordinated, and represents the office-level commitment dates of OL and OIT.

Outstanding Issues:

1. OS alarm dates. OS was pending dates from OIT and OL/NBPO for completion of conduit and electrical work, respectively. Now that OS has those dates, OS owes ILSP completion dates for the entire project.
2. OL completion of 1st/3rd floor OTS Furniture work. Carpeting is complete, but the current furniture contract schedule was based on earlier OIT dates of 5/2/88 for access to these areas. Now that the space was made available earlier, OL is attempting to move these dates ahead. Availability of Corry Hiebert furniture may prevent an earlier date.

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- 3 Information Service Centers
 - 4 Fit-up of OL storage areas only
 - 5 Fit-up of OIT storage/office areas
 - 6 Fit-up of OP office area around OMS Infirmary only
 - 7 OSO/SPD only, temporary assignment per DDA memo 2/23/88
 - 8 Fit-up of OTE classrooms only (4A012, 4F030, 4F032, 4F034)
 - 9 Fit-up of north tower OS space only.
- N/A Not Applicable
- ? Date not yet supplied or verified

UNCLASSIFIED

8 April 1988

Short Term Wiring Dates

- o OTS 1st floor - 3/7 (completed 3/7)
- o OTS 3rd floor - 3/18 (completed 3/29)
- o 6th floor (OEA, NESA, DI/TF) - 4/1 (completed 4/1)
- o MPSS 5th floor - 4/15
- o OSWR (3rd, 4th, 5th floors) - 5/2
- o OTS 2nd floor (non-CG) - 5/2
- o OTS Gnd floor - 5/9

24 FEBRUARY 1988

[illegible]

The following dates for OS Alarms Working are approximations, assuming that power is provided by FMD and transmissions lines are provided by OIT.

OTS -GROUND - 880513

1st 880511

2nd 880509

3rd 880513

OSWR 3rd 880519

4th 880518

5th 880517

NESA 6th 880520

OEA 6th 880523

MPSS 5th 880523

DI/TF6th 880524

OTEL 2nd 880525

4th 880525

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